

# STATE OF INDIANA



INDIANA UTILITY REGULATORY COMMISSION  
101 WEST WASHINGTON STREET, SUITE 1500 EAST  
INDIANAPOLIS, INDIANA 46204-3407

<http://www.in.gov/iurc>  
Office: (317) 232-2701  
Facsimile: (317) 232-6758

May 6, 2011

Dear Master Meter Operator:

The Pipeline Safety Division of the Indiana Utility Regulatory Commission regularly conducts inspections of your company's underground gas facilities, associated records and supporting documents. The natural gas system on your property (or properties, as may be the case) is (are) designated as a "master meter system" according to federal pipeline safety regulations. This is due to the fact that gas is purchased through a single meter from an outside supplier and then resold to the residents, usually with rent. Property owners with such gas distribution systems, whom we consider "gas operators", are responsible for ensuring that the system is installed and maintained in accordance with federal and state regulations. The fact that your systems are underground necessitates our visits to your communities and offices.

Through the inspection process, we have learned that there are a number of issues unique to operators in your peer group. New regulations have been adopted and compliance with those, as well as with existing regulations, can be overwhelming for small operators who have limited time and resources to dedicate to regulatory compliance.

In an effort to bring the new regulations to your attention and to help clarify the issues for you, the Pipeline Safety Division of the Indiana Utility Regulatory Commission invites you to attend a Master Meter Seminar on Tuesday, June 21, 2011. This will provide you and your staff an opportunity to gain greater understanding of what is required to comply with regulations. **Management company representatives and/or property owners are strongly encouraged to attend**, as the responsibility for compliance ultimately resides with you. The topics presented during the seminar will be paired with the inspection document that our inspectors follow when we visit with you. We hope that this will aid us in presenting our information, and that it will be more meaningful to you as you yourselves will be able to follow the process and know what we will ask to see and why.

Please join us for our seminar on June 21, 2011 at 8:00 A.M., at the Best Western La Porte Hotel & Conference Center, 444 Pine Lake Ave, La Porte, IN. A minimal \$40.00 fee per person is requested to help cover the expense for the room and a catered lunch. We anticipate the seminar being completed by 5:00 PM. Our goal in hosting this event is to share information needed to bring all gas master meter operators into compliance with federal and state pipeline safety regulations.

Enclosed is a map and information needed to RSVP. **Due to limited space, please reserve your spot ASAP.** Deadline for seminar registration will be **June 10, 2011**. A block of rooms has been made available for participants at a reduced rate. You may contact the Best Western La Porte Hotel & Conference Center directly at (219) 362-4585 and ask for reservations referencing June 21, Master Meter Seminar. The cut-off date for this block of rooms is **June 3, 2011**. If other lodging is desired, you may select whatever is most suitable to your needs. We hope to see you on June 21st! Do not hesitate to contact this office at (317) 232-2718 or (317) 233-9841 should you have any questions or suggestions.

Sincerely,

William Boyd  
Director Pipeline Safety Division  
Indiana Utility Regulatory Commission

## 2011 PIPELINE SAFETY SEMINAR ATTENDANCE

The following people will attend the **2011 Master Meter Seminar** at the Best Western La Porte Hotel & Conference Center, 444 Pine Lake Ave, La Porte, IN, on June 21, 2011:

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COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

**Please complete this form and return to:**

Pipeline Safety Division, Indiana Utility Regulatory Commission  
101 W. Washington Street, Suite 1500 E  
Indianapolis, IN 46204  
FAX: 317-233-2410

**THE FEE IS \$40.00 PER PERSON PAYABLE TO INDIANA UTILITY REGULATORY COMMISSION AND MAY BE SUBMITTED WITH THIS FORM.**

**QUESTIONS? CONTACT RICH MEDCALF AT 317-460-4228 or [rmedcalf@urc.IN.gov](mailto:rmedcalf@urc.IN.gov)**



Notes

**Map of:**

444 Pine Lake Ave  
La Porte, IN 46350-2315



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